

Office of the Attorney General
Human Resources
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317-232-7979 (fax)



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Administrative Assistant to the Solicitor General

Summary:

Provide administrative support for the Office of the Solicitor General. Some of these functions may include answering phone, dictation, word processing, typing, faxing, copying, scheduling appointments, taking messages, etc.

Essential Duties and Responsibilities:

- Provide administrative support to the Solicitor General and the Solicitor General Section with an emphasis on detail, quality and efficiency
- Act as central point of contact for the Solicitor General
- Maintain amicus information
- Preparation of court filings with the United States Supreme Court
- Maintaining files, both electronic and paper
- Travel arrangements
- Scheduling and maintaining calendars
- Maintain strict confidentiality of all Division matters
- Other duties as assigned

Qualifications:

- Paralegal degree or certificate strongly preferred.
- Must have effective organization and office administration skills.
- Recent experience with federal and state court ideal.
- Filing experience with U.S. Supreme Court ideal.
- Appellate experience with both federal and state court preferred.
- Electronic filing familiarity preferred.
- Westlaw experience preferred.
- Service oriented individual.

- Excellent communication skills, maintain professionalism in all verbal and written communications
- Ability to manage large volume assignments and multi task.
- Demonstrate dependability, flexibility and time management.